



Commonwealth of Kentucky
TRANSPORTATION CABINET
Frankfort, KY 40601
www.kentucky.gov

Steven L. Beshear
Governor

Michael W. Hancock
Acting Secretary

MEMORANDUM

TO: Management Personnel

THROUGH: Tammy S. Branham, Executive Director
Office of Budget and Fiscal Management *T. Branham*

FROM: Bill Bell, Director, Division of Accounts *BB*
Peggy Stratton, Director, Division of Purchases *PS*

DATE: March 25, 2010

SUBJECT: Closing Schedule for Fiscal Year 2010

The Finance and Administration Cabinet (Finance) has notified the Transportation Cabinet (KYTC) of the schedule associated with closing of Fiscal Year 2010 accounts. To ensure compliance with this schedule, it is important that all KYTC personnel involved in procurement or accounting transactions follow the schedule and procedures outlined in the attachment. This schedule includes the final processing dates available for eMARS transactions.

It is the responsibility of each originating office to follow the flow of critical transactions to ensure that final KYTC approval occurs within the guidelines provided. Strict adherence to the closing schedule will ensure that all transactions are processed in the proper fiscal year. Fiscal Year 2010 documents processed after the closing schedule dates will be rejected and posted in eMARS for Fiscal Year 2011.

Please distribute this document to all staff involved in either procurement or accounting transactions. Please Contact Peggy Stratton or Ben McCray in the Division of Purchases regarding procurement issues, and Bob Scott, Ann Sampson or Dan Wood in the Division of Accounts with questions regarding accounting transactions.

Attachment

FY2009-2010 CLOSING SCHEDULE AND ASSOCIATED PROCEDURES

1. Closing Dates. The Soft Close for accounting period 12/10 will be Wednesday, June 30, 2010. The Hard Close will be Friday, July 2, 2010. The Soft Close for accounting period 13/10 will be Friday, July 9, 2010. The Hard Close will be Friday, July 16, 2010.
2. Encumbrances. Most budget fiscal year 2010 encumbrances (other than capital - projects) will be liquidated in budget fiscal year 2010 and remaining balances will be established in budget fiscal year 2011 on Saturday, July 3, 2010. Capital project encumbrances require no action since their budget fiscal year remains the same throughout the life of the project. Encumbrances less than \$1000 for all other funds will be liquidated and will not be re-established in fiscal year 2011. Fiscal year 2011 payments against these fiscal year 2010 encumbrances must be paid on a standalone PRC document with a memo reference to the encumbering document. **We anticipate eMARS to be unavailable Saturday, July 3, 2010 through Monday, July 5, 2010 in order to complete the encumbrance roll.**

Pending Encumbrances and Expenditure Transactions. All budget fiscal year 2010 pending encumbrance transactions, modifications, and cancellations (other than capital projects) must be posted prior to COB Friday, July 2, 2010 allowing the encumbrance roll to be completed. All budget fiscal year 2010 pending expenditure transactions, modifications, and cancellations (other than capital projects) must be posted prior to COB Friday, July 9, 2010 creating final budgetary balances. Any of the above fiscal year 2010 documents in the pending phase will be rejected back to draft phase after the specified dates.

Attention Personal Service Contract and Memorandum of Agreement Owners:

All personal service contracts (PSC) and memorandums of agreements (MOA) expiring June 30, 2010, must be (1) re-bid via competitive Request for Proposal (RFP) or (2) renewed if language exists in the terms of the existing contract. Any PSC or MOA document requiring Finance and legislative approval must be transmitted for KYTC final approval by June 16, 2010 to ensure a July 1, 2010 effective date.

Purchases requiring Executive Order 2009-011 approval must go before the Exceptions Committee; the last day to obtain Exceptions Committee approval for fiscal year 2010 documents is Thursday, June 10, 2010. The last date the Finance Office of Procurement Services will accept EO1 forms from agencies is Noon on Wednesday, June 09, 2010. This would require the EO1 document to be received by KYTC Division of Purchases by close of business Friday, June 4, 2010. A copy of the approved EO1 must be attached at the header of all procurement/payment documents.

NOTE: New Year Procurement document activity before Friday, June 11, 2010 must use non-accounting event types in order to validate and submit into workflow.

See the following pages for the full schedule of deadlines and cutoff dates for each document.

FY2009-2010 CLOSING SCHEDULE AND ASSOCIATED PROCEDURES

Division of Accounts

These documents are listed by deadline or cutoff date.

Document Code	Document Description	Last Day to Process Old Year, Must be in Accounts by:	First Day to Process New Year
ITI	1100 and 0100 Funds Revenues	6/28/2010	7/1/2010
ITI	Internal Transaction Initiator Expenditures	6/28/2010	7/1/2010
JV2R	Cash Collections Earned Rev Correction 1100, 0100 Funds	6/30/2010	7/1/2010
RE	Receivable	6/30/2010	7/1/2010
CR	Cash Receipt (Funds 0100 and 1100). MUST BE RECEIVED IN ACCOUNTS BY 10 am on 6-30-10	6/30/2010	7/1/2010
GAX2	General Accounting Revenue Refund (Funds 0100 and 1100)	6/28/2010	7/1/2010
IA	Inventory/Stock Adjustment	6/30/2010	7/1/2010
IET	Internal Exchange Transaction	6/30/2010	7/1/2010
ITA	Internal Transaction Agreement	6/30/2010	7/1/2010
GAX	General Accounting Expense/Expenditure	7/8/2010	7/1/2010
GAX2	General Accounting Revenue Refund All Other Funds	7/8/2010	7/1/2010
GAX3	General Accounting Balance Sheet Payable	7/8/2010	7/1/2010
IN	Commodity-based Vendor Payment	7/8/2010	7/1/2010
PRC	Commodity Based PR	7/8/2010	7/1/2010
PRCI	Commodity Based Internal PR	7/8/2010	7/1/2010
TP	Travel Payments	7/8/2010	7/1/2010
OC	Over the Counter Stock Issue	7/9/2010	7/1/2010
PRC2	Commodity Based PR Pro Card	7/8/2010	7/1/2010
CH	Charge Transaction	7/9/2010	7/1/2010
JV2E	Cash Expenditure Correction	7/16/2010	7/1/2010
JV2R	Cash Collections Earned Rev Correction	7/16/2010	7/1/2010
CA	Cost Allocation	7/15/2010	7/1/2010
OB1	Management Budget	7/16/2010	7/1/2010

Division of Purchases

All new purchase requests submitted should include one of the following statements in the document comments field of the purchase request: 1) "Delivery is desired prior to Wednesday, June 30, 2010." This will allow award of contract if delivery could not be made until after June 30, 2010, and therefore payment could be made with fiscal year 2011 funds; or 2) "Delivery must be completed prior to June 30, 2010." In the event that the vendor could not meet the deadline, the contract would not be issued.

FY2009-2010 CLOSING SCHEDULE AND ASSOCIATED PROCEDURES

These documents are listed by deadline or cutoff date.

Document Code	Document Description	Last Day to Process Old Year	First Day to Process New Year
RQS	Standard Non-Delegated Requisition >= \$20,000 Requires Finance OPS to issue the RFB & Contract all purchases (allow sufficient time for goods received by 6/30) (*attach approved EO1 as required)	4/7/2010 must be in KYTC Purchases for approval	5/14/2010
PON2	Proof of Necessity Agreement - New Year PSC/MOA requiring an effective date of 7/1 (*attach approved EO1 as required). Requires final approval is Finance OPS	6/16/2010 must be in KYTC Purchases for approval	4/1/2010
PON2	Proof of Necessity Agreement - Old Year PSC/MOA modifications for services performed by 6/30-place old year in document description (*attach approved EO1 as required). Final approval is Finance OPS	5/14/2010 must be in KYTC Purchases for approval	NA
RQS	Standard Delegated Requisition <= \$20,000 KYTC Div of Purchases to issue the RFB & Contract all purchases (allow sufficient time for goods received by 6/30) (*attach approved EO1 as required)	5/28/2010 must be in KYTC Purchases for final approval	5/14/2010
EO1	Executive Order	6/4/2010 must be in KYTC Purchases for final approval	
CT	Contract (allow sufficient time for goods received by 6/30) (*attach approved EO1 as required)	6/14/2010 final approval by Finance OPS	6/11/2010
CT	Contract modification (allow sufficient time for goods received by 6/30) (*attach approved EO1 as required)	6/14/2010 final approval by Finance OPS	6/11/2010
CT2	Contract (allow sufficient time for goods received by 6/30) (*attach approved EO1 as required)	6/14/2010 final approval by Finance OPS	6/11/2010
CT2	Contract modification (allow sufficient time for goods received by 6/30) (*attach approved EO1 as required)	6/14/2010 final approval by Finance OPS	6/11/2010
CTT1	Contract (allow sufficient time for goods received by 6/30) (*attach approved EO1 as required)	6/14/2010 final approval by KYTC Purchases	6/11/2010
CTT1	Contract modification (allow sufficient time for goods received by 6/30) (*attach approved EO1 as required)	6/14/2010 final approval by KYTC Purchases	6/11/2010
CTT2	Contract (allow sufficient time for goods received by 6/30) (*attach approved EO1 as required)	6/14/2010 final approval by KYTC Purchases	6/11/2010
CTT2	Contract modification (allow sufficient time for goods received by 6/30) (*attach approved EO1 as required)	6/14/2010 final approval by KYTC Purchases	6/11/2010

FY2009-2010 CLOSING SCHEDULE AND ASSOCIATED PROCEDURES

Document Code	Document Description	Last Day to Process Old Year	First Day to Process New Year
DO	Delivery Order (allow sufficient time for goods received by 6/30) (*attach approved EO1 as required)	6/14/2010 final approval by KYTC District/Division	6/11/2010
DO for Vehicles created by KYTC Div of Equip.	Delivery Order (allow sufficient time for goods received by 6/30) (*attach approved EO1 as required)	6/14/2010 final approval by Finance OPS	6/11/2010
DO2	Delivery Order 2 way match (allow sufficient time for goods received by 6/30) (*attach approved EO1 as required)	6/14/2010 final approval by KYTC District/Division	6/11/2010
DO2 for Vehicles created by KYTC Div of Equip.	Delivery Order 2 way match(allow sufficient time for goods received by 6/30) (*attach approved EO1 as required)	6/14/2010 final approval by Finance OPS	6/11/2010
PO >\$5,000	Purchase Order, Request for Special Authority, exception to sealed bid - all purchases and modifications (allow sufficient time for goods received by 6/30) (*attach approved EO1 as required) Requires final approval by Finance OPS	6/10/2010 approval by KYTC Purchases	6/11/2010
PO< \$5,000	Purchase Order, all purchases and modifications (allow sufficient time for goods received by 6/30) (*attach approved EO1 as required)	6/14/2010 approval by KYTC Purchases	6/11/2010
PO2	MOA/PSC exception as defined by KRS 45A.690 or agency exemption as defined by statute or the LRC – FY2011 PO2s requiring an effective date of July 1 (*attach approved EO1 as required) Some cited authorities require final approval by Finance OPS	6/16/2010 must be in KYTC Purchases for approval	4/1//2010
PO2	MOA/PSC exception as defined by KRS 45A.690 or agency exemption as defined by statute or the LRC – FY2010 PO2 modifications for services performed by June 30 - Place FY2010 in document description (*attach approved EO1 as required) Requires final approval by Finance OPS	6/9/2010 must be in KYTC Purchases for approval	NA